A RESOLUTION AUTHORIZING THE MAYOR TO ISSUE A NOTICE TO PROCEED TO CH2M HILL/WILLIAMS, RUSSELL & JOHNSON, JV, FOR FC-**ARCHITECTURAL** ANNUAL **CONTRACT** FOR AND ENGINEERING SERVICES, FOR THE PURPOSE OF PROVIDING RAW REHABILITATION **NEW** TRANSMISSION SYSTEM AND WATER RESERVOIR TRANSMISSION SYSTEM DESIGN, ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT, IN AN AMOUNT NOT TO EXCEED TWO MILLION FOUR HUNDRED FIFTY ONE THOUSAND EIGHT HUNDRED THIRTY NINE DOLLARS AND NO CENTS (\$2,451,839.00); ALL WORK WILL BE CHARGED TO AND PAID FROM FUND, ACCOUNT AND CENTER NUMBER 2J28 (2004 WATER & WASTEWATER BOND FUND) 524001 (CONSULTANT/PROFESSIONAL SERVICES) Q65J08179999 (RAW WATER TRANSMISSION MAINS); AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta ("City") entered into an agreement with CH2M Hill/Williams, Russell & Johnson, JV ("CH2M Hill"), for FC-7619-03C, Annual Contract for Architectural and Engineering Services, pursuant to Resolution 04-R-0381; and

WHEREAS, the Commissioner of the Department of Watershed Management requires Raw Water Transmission System Rehabilitation and New Reservoir Transmission System Design to serve Bellwood Quarry; and

WHEREAS, the Commissioner of the Department of Watershed Management and the Chief Procurement Officer have recommended issuing a notice to proceed with CH2M Hill to provide Design Services in an amount not to exceed Two Million Four Hundred Fifty One Thousand Eight Hundred Thirty Nine Dollars and No Cents (\$2,451,839.00).

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES, that the Mayor is authorized to issue a Notice to Proceed to CH2M Hill/Williams, Russell & Johnson, JV ("CH2M Hill") for FC-7619-03C, for Architectural and Engineering Services, to provide Raw Water Transmission System Rehabilitation and New Reservoir Transmission System Design to serve Bellwood Quarry, in an amount not to exceed Two Million Four Hundred Fifty One Thousand Eight Hundred Thirty Nine Dollars and No Cents (\$2,451,839.00).

BE IT FURTHER RESOLVED, that the Chief Procurement Officer is directed to prepare an appropriate agreement to be executed by the Mayor.

BE IT FURTHER RESOLVED, that all contracted work will be charged to and paid from Fund, Account and Center Number 2J28 (2004 Water & Wastewater Bond Fund) 524001 (Consultant/Professional Services) Q65J08179999 (Raw Water Transmission Mains).

BE IT FINALLY RESOLVED, that the Agreement will not be binding on the City and the City will incur no obligation or liability under it until it has been executed by the Mayor, attested to by the Municipal Clerk, approved as to form by the City Attorney and delivered to CH2M Hill.

LEGISLATIVE SUMMARY

TO: City Utilities Committee

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR TO ISSUE A NOTICE TO PROCEED TO CH2M HILL/WILLIAMS, RUSSELL & JOHNSON, JV, FOR FC-**ARCHITECTURAL** FOR CONTRACT ANNUAL 7619-03C, ENGINEERING SERVICES, FOR THE PURPOSE OF PROVIDING RAW **NEW** REHABILITATION AND SYSTEM TRANSMISSION WATER RESERVOIR TRANSMISSION SYSTEM DESIGN, ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT, IN AN AMOUNT NOT TO EXCEED TWO MILLION FOUR HUNDRED FIFTY ONE THOUSAND EIGHT HUNDRED THIRTY NINE DOLLARS AND NO CENTS (\$2,451,839.00); ALL WORK WILL BE CHARGED TO AND PAID FROM FUND, ACCOUNT AND CENTER NUMBER 2J28 (2004 WATER & WASTEWATER BOND FUND) 524001 (CONSULTANT/PROFESSIONAL SERVICES) Q65J08179999 (RAW WATER TRANSMISSION MAINS); AND FOR OTHER PURPOSES.

Committee Meeting Date: March 27, 2007

Council Meeting Date: April 16, 2007

Requesting Dept.: Watershed Management

Contract Type: Professional Services RFP

Advertisement: October 26, 2003

Bids/Proposals Due: January 7, 2004

Invitations Mailed: 146

Bids/Proposals Received: 12

Arcadis/BPA-(Brindley Pieters & Associates) - Joint

Venture

Atlanta Architects & Engineers, Joint Venture

Atlanta Services Group, a Joint Venture

Infrastructure Partners-JointVenture (B & Jackson/ HDR/

Malcom Pirnie)

Brown and Caldwell/Deloan Hampton & Associates/Long

Engineering Inc. - Joint Venture

CH2M Hill/Williams-Russell and Johnson – Joint Venture

Earthtech/IMCo Joint Venture

HTL - Harrington, Tetra Tech & Lowe-Joint Venture JP² (Jacobs, Prad, PBS&J) – Joint Venture Metcalf & Eddy/Cardozo Engineering-Joint Venture Parsons Brinckerhoff & Khafra-Joint Venture Shaw Environmental Inc. /AIM Partners, PLC- JV

Bidders/Proponents:

- (1) CH2M Hill/Williams-Russell and Johnson
- (2) Atlanta Services Group
- (3) JP2 (Jacobs, Prad, PBS&J)
- (4) Shaw/ Aim, Joint Venture
- (5) Metcalf & Eddy/Cardozo Engineering, Joint Venture (6) Arcadis/Brindley Pieters & Associates, Joint Venture

Contractor: CH2M Hill/Williams-Russell and Johnson – Joint Venture

Estimated Value: \$2,451,839.00

Scope Summary: THE PURPOSE OF THE PROPOSED PROJECT IS TO

EXTEND THE SERVICE LIFE OF THE EXITING RAW WATER TRANSMISSION SYSTEM AND TO PROVIDE NEW CONVEYANCE TO SERVE BELLWOOD

QUARRY

Background: Original executed on May 17, 2004, expired on May 16,

2006

A Ninety Day extension effective term began on May 17,

2006 and expired on August 15, 2006

Renewal Agreement No. 1 effective term began on August

16, 2006 to August 15, 2007

Evaluation Team: DPRCA, DWM, DPW, DPCD, OCC and Risk

Management

Term of Contract: Two (2) years with an option to renew for three (3) one (1)

year periods

Fund Account Centers: 2J28 (2004 WATER & WASTEWATER BOND

FUND) 524001

(CONSULTANT/PROFESSIONAL

SERVICES) Q65J08179999 (RAW WATER

TRANSMISSION MAINS

Prepared By: Anthony Stanley

Contact Number: 404-330-6384

Project

Participation:

CH2M Hill, Inc./Williams-Russell and Johnson,						
	Inc. a JV (15 pts.)					
	Williams-Russell and Johnson	AABE 32%				
	C.E.R.M.	AABE	4%			
	Precision Engineering and					
	Surveying, Inc.	AABE	4%			
	Desmear Systems, Inc.	AABE	3%			
	Cheeks/Hornbein & Associates	AABE	4%			
	Smith Real Estate Services, Inc.	FBE	4%			
	CSA Central, Inc.	HBE	3%			
	Eagle Environmental Group	FBE	2%			
	Neil Engineering	FBE	2%			
	RCS Enterprises, Inc.	FBE	2%			

D. Clark Harris

Participation Total

Clarification and Mediation

PEQ

2%

3%

3%

68%

FBE

FBE

FBE_

Part II: Legislative White Paper:

A. To be completed by Legislative Counsel:

Committee of Purview: City Utilities Committee

Caption: A RESOLUTION AUTHORIZING THE MAYOR TO ISSUE A NOTICE TO PROCEED TO CH2M HILL/WILLIAMS, RUSSELL & JOHNSON, JV, FOR FC-7619-03C, ANNUAL CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES, FOR THE PURPOSE OF PROVIDING RAW WATER TRANSMISSION SYSTEM REHABILITATION AND NEW RESERVOIR TRANSMISSION SYSTEM DESIGN, ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT, IN AN AMOUNT NOT TO EXCEED TWO MILLION FOUR HUNDRED FIFTY ONE THOUSAND EIGHT HUNDRED THIRTY NINE DOLLARS AND NO CENTS (\$2,451,839.00); ALL WORK WILL BE CHARGED TO AND PAID FROM FUND, ACCOUNT AND CENTER NUMBER 2J28 (2004 WATER & WASTEWATER BOND FUND) 524001 (CONSULTANT/PROFESSIONAL SERVICES) Q65J08179999 (RAW WATER TRANSMISSION MAINS); AND FOR OTHER PURPOSES.

Council Meeting Date: March 19, 2007

Requesting Dept.: Watershed Management

B. To be completed by the department:

1. Please provide a summary of the purpose of this legislation (Justification Statement).

Raw Water Transmission Mains are needed to extend the service life of the existing raw water transmission system and to provide new conveyance to serve Bellwood Quarry. The proposed improvements will give the City of Atlanta greater flexibility in operating, conveying and storing raw water withdrawn from the Chattahoochee River.

- 2. Please provide background information regarding this legislation.
- 3. If Applicable/Known:
- (a) Contract Type (e.g. Professional Services, Construction Agreement, etc): Professional Services

(c)	Bids/Proposals Due:					
(d)	Invitations Issued:					
(e)	Number of Bids:					
(f)	Proposals Received:					
(g)	Bidders/Proponents:					
(h)	Term of Contract:					
4. Fund Account Center: 2J28 524001 Q65J08179999						
5. Source of Funds:						
6. Fiscal Impact: N/A						
7. Method of Cost Recovery:						

This Legislative Request Form Was Prepared By: wcanidate

Source Selection:

(b)



CITY OF ATLANTA DEPT. OF PROCURFMENT

2007 FEB 29 PM 12: 46

SHIRLEY FRANKLIN MAYOR

CITY OF ATLANTA

55 TRINITY AVENUE., SW, SUITE 5400, SOUTH BLDG. ATLANTA, GEORGIA 30303-0324 OFFICE (404) 330-6081 FAX (404) 658-7194

DEPARTMENT OF WATERSHED MANAGEMENT ROBERT J. HUNTER Commissioner

February 27, 2007

TO:

Adam Smith, Chief Procurement Officer

Department of Procurement

FROM:

Robert J. Hunter, Commissioner Robert J. Hunter, Department of Watershed Management

RE:

LEGISLATIVE REQUEST

FC-7619-03C, Annual Contract for Architectural and Engineering

Services -- Renewal 2

Contractor: CH2MHill, Williams/Russell and Johnson, JV

The Department of Watershed Management is requesting to be included in the renewal process for the above referenced contract. Please prepare appropriate legislation (Cycle 6- April 16 2007) for the above referenced contract with CH2MHill, Williams/Russell and Johnson, JV.

All contract terms, conditions, stipulations of the original contract shall remain the same.

If you have any questions concerning this matter, please feel free to contact Sheila Pierce, at (404) 330-6814 or Willie Canidate, Contracting Officer, Sr., at (404) 330-6335.

Your assistance in this matter is requested and appreciated.

/wc

Sheila Pierce, Deputy Commissioner, DWM C: Sammy Goodson, Deputy Commissioner, DWM Cathy Martin, Deputy Chief Procurement Officer, DOP April Daniels, Financial Analyst, DF Maisha Land, Legislative Liaison, DWM Megan Middleton, Legislative Counsel, DOL Willie Canidate, Contracting Officer, Sr., DWM File



CH2M HILL

115 Perimeter Center Place NE

Suite 700

Atlanta, GA

30346-1278

Tel 770.604.9095

Fax 770,604,9183

January 17, 2007

Mr. Lee Hunt City of Atlanta Department of Watershed Management 650 Bishop Street Atlanta, Georgia 30318

Subject:

CH2M HILL and Williams Russell & Johnson Joint Venture Revised Proposal to Provide Engineering Services for the Existing Raw Water Transmission System Rehabilitation and New Reservoir Transmission System Design under Contract FC-7619-03C

Dear Mr. Hunt:

The CH2M HILL and Williams Russell Johnson (WRJ) Joint Venture (JV) is pleased to submit this proposal to provide engineering services to design the rehabilitation of the Existing Raw Water Transmission System and to design the New Reservoir Transmission System. This proposal includes our technical scope of work (SOW), assumptions, schedule, deliverables, and cost breakout.

Introduction

The City of Atlanta (COA) currently conveys raw water from the Chattahoochee Pump Station to storage reservoirs at the Hemphill Water Treatment Plant (WTP) through 4 pipelines: one 72-inch steel pipeline; and 3 cast iron pipelines (30-inch, 36-inch, and 48-inch). All of the pipelines are nearing the end of their useful service life and have exhibited deterioration in the form of line breaks and other system failures. The COA recently developed plans to convert Bellwood Quarry into a reservoir for additional raw water storage. The purpose of the proposed project is to extend the service life of the existing raw water transmission system and to provide new conveyance to serve Bellwood Quarry. The proposed improvements will give the COA greater flexibility in operating, conveying, and storing raw water withdrawn from the Chattahoochee River. When operational, the proposed system will be able to provide greater reserve capacity to the Chattahoochee and Hemphill WTPs.

This proposed project is the second phase of the two-phase Raw Water Transmission System Improvement Program. Phase 1, completed in December of 2006, focused on assessing the

Mr. Hunt Page 2 January 17, 2007

condition of the existing four raw water transmission pipelines and developing rehabilitation strategies based on applicable rehabilitation technologies, hydraulic performance, and construction costs and impacts. This proposed project is a progression of the first phase and will be using the data and implementing the recommendations from that project in developing the rehabilitation and improvements design.

In-situ rehabilitation has been identified as a viable method for extending the useful life of the existing raw water transmission system (Phase 1 condition assessment final report by the JV was delivered in December 2006). Capacity calculations have shown that the rehabilitated system will supply the Hemphill WTP at current permit levels, with some reserve capacity.

The planned acquisition of the Bellwood Quarry has created an opportunity for the COA to create a new raw water storage facility in the quarry. Due to the proximity of the quarry to the existing transmission lines, COA has decided to tap the rehabilitated pipes and extend new pipelines to and from the quarry site.

At the request of COA, the JV is submitting this proposal for this new design. The project approach will need to include significant improvements to the reliability and operational flexibility of the COA's raw water transmission system. The project will have three major components:

- Preliminary Engineering Evaluation and Report
- Construction Documents for Raw Water Transmission System Rehabilitation
- Construction Documents for New Reservoir Transmission System Design

In order to accurately forecast the scope, level of effort, and cost of the major contract components, the project concept must be defined and conceptual level engineering performed.

Project Approach

The Phase 2 project approach was further defined during a meeting between the JV and COA staff on September 1, 2006. The JV was instructed to complete the Phase 1 assessment as originally scoped prior to the developments related to Bellwood Quarry. The first task in Phase 2 will be to update the hydraulic capacity calculations from Phase 1 against new operational criteria. According to the proposed new criteria, raw water will be pumped at the maximum permit limit from the (existing) Chattahoochee Pump Station to the Bellwood Quarry for settling. Settled water will then be pumped to the Hemphill WTP reservoirs, with a smaller portion conveyed to the Chattahoochee WTP by gravity. However, the objective of the final design will be to provide full operational flexibility.

The final configuration of the piping system, the hydraulic capacities, and the order of construction are to be determined during development of the Preliminary Engineering Evaluation. COA plans to issue the construction documents as two packages: one for pipeline rehabilitation and the other for new pipeline work. The construction packages could be a mix of rehabilitation and new pipe if issued as two contracts.

Mr. Hunt Page 3 January 17, 2007

Based on operational criteria defined by COA, the JV has developed a plan for dividing the transmission system into segments, with segments further divided into individual pipelines. The major flow path was defined to and from Bellwood Quarry, with existing (rehabilitated) pipelines providing the basic alignments. In order to achieve operational flexibility, two valve yards were placed at locations which would allow delivery options in the event of line breaks or planned maintenance activities.

Additional piping was added to the conceptual plans where calculations showed that the maximum delivery of water could not be achieved by the rehabilitated system. This conceptual engineering plan was then used to develop pipeline quantity take-offs and the preliminary sheet count. The final sizing and configuration of the transmission system will be based in part upon the following criteria:

- Design rate of raw water withdrawal from the Chattahoochee River and transmission to Bellwood Quarry. Design for peak shaving will increase the required size of the transmission lines.
- Design peak rate of flow from Bellwood Quarry to the Hemphill WTP reservoirs and to the Chattahoochee WTP.
- Requirements for simultaneous transmission in different directions along the same alignment.
- Hydraulic limitations due to topography.
- Construction costs and sequence, as well as factors related to continuous operation during construction.

Attachment A provides Figures 1 through 3 illustrating the conceptual transmission system layout, and Attachment B provides a summary of the proposed pipeline sizes and quantity take-offs.

Scope of Work

Task 1 Preliminary Engineering Evaluation

1.1 Kickoff Meeting

The project team will meet with COA management and other stakeholders as appropriate to discuss project objectives, critical success factors, and data needs and schedule. At this meeting a detailed list of required data elements will be prepared. If the data are currently in the possession of the project team, that will be indicated on the list. Also during the meeting, the availability and possible sources of the data will be identified with COA staff. Meeting notes will be prepared after the meeting and distributed to attendees and other key stakeholders.

Mr. Hunt Page 4 January 17, 2007

1.2 Work Plan

This task will include a revision to the work plan prepared under the Phase 1 project with instructions for project execution, including a deliverables list with descriptions, staff assignments and responsibilities, project schedule with intermediate and final milestone dates, assigned labor hour and dollar budgets, and quality assurance/quality control (QA/QC) procedures. A list of anticipated deliverables is presented in Table 1 at the end of the SOW discussion. Additionally, monthly invoices and abbreviated status reports of the project will be prepared and submitted. The monthly invoice will be prepared in a format that has been approved by the COA Project Manager which includes a transaction register to document direct expense charges.

1.3 Preliminary Engineering Evaluation

The preliminary engineering evaluation will be used to check new operating criteria for the raw water transmission system against the capacities of the rehabilitated system. From this comparison, alternatives for combinations of rehabilitated and new piping will be developed that satisfy the operational requirements. These scenarios will be developed with the cooperation of COA staff, and will be based on both near- and long-term planning strategies. The rehabilitation alternatives and recommendations developed in the final report from the Phase 1 assessment project will be used as a foundation in developing this preliminary engineering evaluation.

The tasks included in this evaluation are:

- Review master planning documents concerning operation of the Bellwood Quarry reservoir and planned capacities for Hemphill and Chattahoochee WTPs. Develop matrix of capacity options for near- and long-term raw water transmission, with an order of magnitude (+50%/-30%) construction cost estimate for each.
- Identify and confirm pipeline route alignment options.
- Complete hydraulic modeling of the modified raw water transmission system, including Bellwood Quarry. Model will be used to evaluate capacity options against existing pump station and rehabilitated piping capacities.
- Conduct present worth analysis of viable options. One analysis will be conducted to compare long-term savings in power cost to initial capital costs for large diameter piping. The second analysis will compare the cost of sludge removal at the WTPs to the capital and power costs of settling suspended solids in the quarry prior to treatment.
- Define preliminary construction sequence for alternative capacities and alignments, considering timing of quarry conversion to raw water storage.
- Prepare a technical memorandum based on the preliminary engineering evaluation that includes matrices of optional alignments, capacities, construction costs, and construction sequences.

ATTACHMENT E Scope of Services Cost Summary Engineering Services for the Existing R

Task	Description	rs.	L	abor Cost	E	Other Expenses		Total
1	Preliminary Engineering Evaluation				_			
1.1	Kickloff Meeting		\$	4,712	\$	100	\$	4,812
1.2	Work Plan/Invoicing		\$	44,747	\$	1,000	\$	45,747
1.3	Preliminary Enginerring Evaluation		\$	82,602	\$	-	\$	82,602
1.4	Preliminary Engineering Design Report		\$	37,580	\$	1,000	\$	38,580
1.5	Design Review Workshops All Tasks (8)		\$	42,246	\$	16,364	\$	58,610
			\$	211,887	\$	18,464	\$	230,351
2	Final Design Services for the Existing Transmission System Rehabilitation							
2.1	30 % Design		\$	175,164	\$	-	\$	175,164
2.2	65 % Design		\$	425,460	\$	-	\$	425,460
2.3	90 %Design	1	\$	172,702	\$	-	\$	172,702
2.4	Contract Documents	_	\$	87,504	\$	10,000	\$	97,504
			\$	860,831	\$	10,000	\$	870,831
3	Final Design Services for the New Res Transmission System							
3,1	30 % Design		\$	182,889	\$	•	\$	182,889
3.2	65 % Design		\$	445,017	\$	-	\$	445,017
3.3	90 %Design		\$	180,427	\$	-	\$	180,427
3.4	Contract Documents		\$	91,357	\$	10,000	\$	101,357
		<u>]</u>	\$	899,689	\$	10,000	\$	909,689
4	Site Survey] .		400 400	_	400	٠	400.000
4.1	Field Survey		\$	138,488	\$	492	\$	138,980
4.2	General Utility Locations		\$	110,890	\$	246	\$	111,136
		<u>.</u>	\$	249,378	\$	738	\$	250,116
5	Geotechnical Investigation			04 400	•	C 200		27 467
5.1	Soil Borings		\$	31,139	\$ \$	6,328	\$ \$	37,467 19,850
5.2	Lab Work	-	\$	13,850	\$	6,000 4,000	\$	
5.3	Reporting	<u>.</u>	\$	10,783				14,783 72,101
		<u>.</u>	Þ	55,773	- Þ	16,328	Ф	12,101
6	Easement Aqusition Easement Aqusition	<u>.</u>	\$	39,091	\$	_	\$	39,091
		<u>.</u>	\$	39,091	\$	-	\$	39,100
7	Permitting Support			48.055		000		44.400
	Permitting Support	د	\$	10,962	\$	200	<u>\$</u>	11,162
			\$	10,962	\$	200	\$	11,162
8	Bid Phase Services Bid Phase Service		\$	63,488	\$	5,000	\$	68,488
····	DIG 1 HOSE DELVICE		S	63,488	\$	5,000	\$	68,488
		<u>.</u>	Š	2,391,100	s	60,730	\$	2,451.839

Task	Expense Desrciption
1.1	Mileage
1.2	Reproduction and Fed Ex .
1.4	Reproduction
1.5	Travel and Mileage
2.4	Reproduction
3.4	Reproduction
4.1	Mileage
4.2	Mileage
5.1	Geotechnical Soil Borings
5.2	Geotechnical Lab Work
5.1	Mileage
5.3	Geotechnical Reporting
7	Mileage
8	Reproduction

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE	ATTN: GREG PRIDGEON
Legislative Counsel (Signature): Megan S. Mic	Idleton MM Iddleton
Contact Number:6207	
Originating Department: _Watershed Manage	ment
Committee(s) of Purview:City Utilities	
Council Deadline: February 26, 2007	
Committee Meeting Date(s): March 13, 2007_ Commissioner Signature Chief Procurement Officer	Full Council Date: March 19, 2007
CAPTION	
A RESOLUTION AUTHORIZING THE MATO CH2M HILL/WILLIAMS, RUSSELL ANNUAL CONTRACT FOR ARCHITECT FOR THE PURPOSE OF PROVIDING REHABILITATION AND NEW RESERVOI BEHALF OF THE DEPARTMENT OF AMOUNT NOT TO EXCEED TWO MITHOUSAND EIGHT HUNDRED THIRT (\$2,451,839.00); ALL WORK WILL BE CACCOUNT AND CENTER NUMBER 2J28 FUND) 524001 (CONSULTANT/PROFESSION WATER TRANSMISSION MAINS); AND FOR	& JOHNSON, JV, FOR FC-7619-03C, TURAL AND ENGINEERING SERVICES, AW WATER TRANSMISSION SYSTEM R TRANSMISSION SYSTEM DESIGN, ON WATERSHED MANAGEMENT, IN AN ILLION FOUR HUNDRED FIFTY ONE IN THE MARKED TO AND PAID FROM FUND, (2004 WATER & WASTEWATER BOND HONAL SERVICES) Q65J08179999 (RAW
FINANCIAL IMPACT (if any) \$2,451,839	.00
Mayor's Staff Only	·
Received by Mayor's Office: (date)	Reviewed by:
Submitted to Council: $\frac{31607}{\text{(date)}}$	